

CABINET MINUTES

Kalamazoo Valley Community College

Office of President

To: Cabinet, Archives
From: Patricia Niewoonder
Subject: Minutes of July 29, 2008 Cabinet Meeting
Date: July 30, 2008

Members Present: Anderson, Bertch, Collins, DeHaven, Horton, Hutchins, Kocher, Niewoonder and Schlack

Members Absent: Bohnet and Cannell

TBO Discussion

- a. Personnel items:
 - o Reported that Jeff Swigart has resigned, Jeremy Smith will begin Monday as the newest Lab Tech for I.T., and Lisa Breithaupt has accepted the full-time position at the M-TEC and will begin in September.
- b. Reality Checks:
 - o Mentioned the challenges with finding jobs for some of the graduates of the welding academy.
- c. Kudos! were given to:
 - o The folks who attended last week's Board planning meeting – Dennis Bertch, Sandy Bohnet, Steve Cannell, Mike Collins, Jim DeHaven, Bruce Kocher and Patricia Niewoonder – as well as to Candy Horton for helping prepare the materials for the Board.
- d. Other TBO Items – Noted that the top five strengths for each of the Cabinet members will be shared with the Board in September.

Approval of Minutes

The minutes of the July 8, 2008 meeting were approved as amended and the July 15, 2008 minutes were approved as presented.

Other

- There will be some telephone upgrades to the ACC and to the TTC in the coming weeks. Information will be going out to the college community during any service interruptions.
- Repairs to front of the M-TEC are in process.
- The Financial and Business Services unit will be holding its unit meeting on August 8 – part of their planning will be on strengths training – food will catered by Canteen.

- Mentioned the need to review and update our policies on records retention and communications, especially in terms of electronic communications such as text messaging, e-mails, and use of personal web sites. Terry was asked to put a team together to review the ramifications and bring back a recommendation.
- An article from *USA Today* was shared regarding graduation rates and the difference of opinion in how the rates are/should be tabulated.
- Noted that SunGard representatives are scheduled to be on campus September 25 to demonstrate their business intelligence software.

Other Discussion Items

- **Follow Up From the Board Planning Meeting**
 - Briefly discussed the success of last week's Board planning meeting and the level of input shared and received.
- **Travel – the following travel items were reported for the record:**
 - Kathy Godin will attend the 2008 Challenger Center Annual Conference in Wichita, Aug. 25-28, 2008.
 - Larry Taylor attended the North American Council of Technology in Williamsport, PA, July 21-25.
 - Jim Taylor and Dan Mondoux will attend the State Data quality Workshop in Lansing, August 1.
 - Sara Pernie will attend the Perinatal Network Conference in Kalamazoo on September 18.
- **Grants**
 - Reported that a grant from the Gilmore Foundation was approved in the amount of \$100,000 for KAFI.
 - Ideas were shared as to what other local companies and individuals could become more involved in KAFI in terms of sponsorships and putting together special events for KAFI. Marilyn will take the lead on this and will form a small committee to put a plan together.

Next Meeting – The next regular Cabinet meeting is scheduled for Tuesday, August 19 and will begin at 8 a.m. The August 5 and 12 meetings have been cancelled.